



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

des@tdlr.texas.gov - *www.tdlr.texas.gov*

DRIVER EDUCATION SCHOOL APPLICATION INSTRUCTIONS

Each entity looking to obtain a Driving Education School license shall provide an application for approval that shall be in compliance with 16 TAC Chapter 84 and Title 5, Education Code, Chapter 1001 and all TDLR established guidelines and criteria for a driver training school.

1. Name of School – Enter the assumed, legal or DBA name of the School.
2. School Application License Type – Select the type of application you are filing.
3. Organization Type – Select the organization type for your business.
4. School Mailing Address – Enter the Schools's mailing address, phone number, fax number, and email address. This address is where the Department will mail all correspondence and may be a post office box.
5. Contact Person Information - Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
6. School Physical Address – Enter the physical address of the School. This address is the actual business location of the School and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
7. Registered Agent Information - (if applicable) List the name, mailing address, phone number and email address of the Registered Agent for the Driver Education School if your business is not located in Texas.
8. Owner's Information – List the name, title contact information and ownership information for each owner of the school.
9. Statement of Applicant – Application must be signed by the owner, officer or other authorized.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at <https://www.tdlr.texas.gov> or reach Customer Service via webform where you can submit your request for assistance and include attachments as needed at <https://www.tdlr.texas.gov/help>. Customer Service can also be reached at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

Review Process

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a School application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

REQUIRED DOCUMENTS

The following must be submitted along with the application, and approved prior to inspection:

- \$500.00 Primary School Application Fee or \$500.00 Branch School Application Fee
- Assumed Name Registration
- Completed School Application (this form must be completed in its entirety where applicable)
- Original Bond or Alternate Form of Security (See Education Code 1001.207(a),(b))
- Insurance Declarations page - Must provide a copy of current commercial vehicle insurance policy (declarations page) in the amount specified in Transportation Code, Chapter 601, and include coverage for uninsured or under-insured motorists
- Instructor Roster - List the full name and TDLR Driver Education instructor license number of each driver education instructor employed at the school. You must employ a driver education teacher or a supervising teacher.
- Motor Vehicle Fleet Form (If Applicable) - List the make, model, VIN of each vehicle to be used for in-car instruction.

INSPECTION PROCESS

When your application is approved you will receive a "Request for Inspection Form" by email. Carefully read the form to avoid mistakes which could potentially delay the inspection process. By submitting the inspection request form you are confirming the school is ready for operation in accordance with the requirements of Chapter 84 of the Driver Education and Traffic Safety Administrative Rules and Chapter 1001 of the Texas Education Code.

- Inspection Passed - If the school passes, the license will be mailed to the address on the application.
- Inspection Not Passed - If the school did not pass inspection the inspector will go over with you what is required to pass inspection. Once you have corrected the items stated on the inspection report you will need to provide documentation and or picture(s) showing the corrections were made. Corrections must be sent directly to your inspector.

IMPORTANT INFORMATION

- Student Enrollment - Schools may not enroll students until the inspection has been passed and the license has been received.
- School Audit - If a driver education school is conducting driver education instruction through AMI, department employees may conduct an audit of the courses offered by the school. Audits may be conducted without prior notice to the provider, and department employees and representatives may enroll and attend a course without identifying themselves as employees or representatives of the department.
- Sample Forms - Driver Education sample school forms are available on the TDLR website.
- Curriculum - Schools may use one of the preapproved curriculum and textbooks listed at www.tdlr.texas.gov/driver/driverresources.htm or the school may develop their own curriculum that meets all Driver Education and Traffic Safety Administrative Rules and Laws. For schools creating their own curriculum, the curriculum must be submitted with this application.
- Advertising - Schools must adhere TDLR advertising requirements in accordance to 16 TAC Chapter §84.80.



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DRIVER EDUCATION SCHOOL APPLICATION

1. Name of School:

2. School Application License Type: (check one)

Primary School License
\$500.00 (Non-refundable fee)

Branch School License
\$500.00 (Non-refundable fee)

3. Organization Type: (check one)

Sole Proprietor

Partnership

Corporation

Limited Liability

4. School Mailing Address: (Used to receive mail from TDLR, P.O. BOX is allowed):

Number, Street Name, Suite Number, City, State, Zip Code

School Email Address

School Web Address

School Phone Number

School Fax Number

5. Contact Person Information:

Contact Person's Name

Phone Number

Email Address

6. School Physical Address: (Where permanent records are kept, P.O. BOX is not allowed)

Number, Street Name, Suite Number/Building Number, City, State, Zip Code

County

7. Registered Agent Information: (If School is located outside of Texas)

Register Agent Name

Mailing Address:

P.O. Box, Number, Street

City, State, Zip Code

Phone Number

Email Address

8. Owner information. List the full name and contact information of the owners that have ownership in the business.

Business Name/Owner Name

Ownership %

Mailing Address: _____

P.O. Box, Number, Street

City, State, Zip Code

Phone Number

Email Address

Additional Owner Information Mailing Address and Contact Information: (if necessary)

Business Name/Owner Name

Ownership %

Mailing Address: _____

P.O. Box, Number, Street

City, State, Zip Code

Phone Number

Email Address

Additional Owner Information Mailing Address and Contact Information: (if necessary)

Business Name/Owner Name

Ownership %

Mailing Address: _____

P.O. Box, Number, Street

City, State, Zip Code

Phone Number

Email Address

STATEMENT OF APPLICANT

9. By signing this application I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Title 5, Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature of Owner, Officer, or Authorized Representative

Date Signed

Printed Name of Owner, Officer or Authorized Representative

Title



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CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION

School Name: _____

By placing a check mark in each applicable box below and by my signature, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51 Texas Administrative Code, Title 16, Chapter 84 and the Texas Education Code, Title 5, Chapter 1001. I understand that providing false information on this application may result in revocation of the license or approval I am requesting and the imposition of administrative penalties.

Place an (X) in each box confirming compliance with these requirements:

<input type="checkbox"/>	Minor/Adult Curriculum - Preapproved Textbook information is located under the driver education resources page https://www.tdlr.texas.gov/driver/driverresources.htm (Curriculum must meet requirements of 84.500 and Program of Organized Instruction)
<input type="checkbox"/>	Minor/Adult In-Car Curriculum - (Curriculum must meet requirements of 84.500 and Program of Organized Instruction)
<input type="checkbox"/>	Minor/Adult Enrollment Contract - Create and maintain an enrollment contract in accordance with 84.82 of the Driver Education & Safety Administrative Rules. A sample outline to be used can be found on the TDLR website (form DE-005-1)
<input type="checkbox"/>	Make-up Policy - In accordance with 84.46(f) of the Driver Education & Safety Administrative Rules for policy requirements
<input type="checkbox"/>	Notice of Public Interest and Participation - In accordance with 84.84
<input type="checkbox"/>	Copy of current Texas Driver Handbook or equivalent

Curriculum Information:

Please indicate what curriculum your school is using for Minor/Adult Courses:

TDLR pre-approved curriculum (indicate which curriculum): _____

Independent curriculum developed by the school (submit this curriculum with the application)

SIGNATURE OF CERTIFICATION STATEMENT

Signature of Owner, Officer, or Authorized Representative

Date Signed

Printed Name of Owner, Officer, or Authorized Representative

Title



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MOTOR VEHICLE FLEET FORM

School License Number: C _____

School Name: _____

Instructions:

1. List the Year, Make, Model, and Vehicle Identification Number (VIN) for all vehicle(s) used for in-car instruction.
2. Included a copy of your commercial vehicle insurance declaration page showing the vehicle(s) covered, the policy must show coverage for uninsured or under-insured motorist.
3. Use this form when adding or removing vehicles, check the box to indicate if you are adding or removing a vehicle.
4. Updates to your driver education school's fleet list must be submitted to the department within 10 days of the update.

Year	Make	Model	VIN Number	Add	Remove
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Note: The use of an unapproved vehicle is a violation of Title 16 Texas Administrative Code, Chapter 84, Section 84.42.

Signature of Owner and or Authorized Representative

Date Signed

Printed Name of Owner and/or Authorized Representative

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DRIVER EDUCATION SCHOOL STAFF ROSTER

School License Number: 7

School Name: _____

Instructions:

Write name(s) and license number(s) for every instructor to be added or removed from your staff roster. A separate staff roster must be submitted for each branch location.

Use this form when adding or removing instructors, check the box to indicate if you are adding or removing an instructor.

Schools offering classroom instructional phase must have a current Supervising Driver Education Teacher or Driver Education Teacher on file **before** the school license will be processed.

First and Last Name of Instructor(s)	Instructor License #	Adding	Removing
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>

_____ Signature of Owner and or Authorized Representative	_____ Date Signed
_____ Printed Name of Owner and/or Authorized Representative	_____ Title



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DRIVER EDUCATION COURSE LIST

Types of Driver Education Courses	Taught at School (Check box to indicate school course offering)	
Minor & Adult 14 and Older: Traditional Classroom	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Exclusively for Adults Course* 18 to under 25: 6-hour Traditional Classroom	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Minor & Adult In-Car 15 and Older	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Minor & Adult* 14 and Older: Alternative Method of Instruction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Exclusively for Adults Course 6 - Hour Online*	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Exclusively for Adults Course 6 - Hour Spanish Traditional*	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Exclusively for Adults Course 6 - Hour Spanish Online*	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Instructor Development Course* 9 Semester Hour Driver Education Instructor Development Course	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Instructor Development Course* 6 Semester Hour Driver Education Supervising Instructor Development Course	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Important Note: Courses marked by an asterisk (*) may have additional fees or application forms required.